



NOAA CFS Reimbursable Agreements Module New User Training

March 2006

Agenda

- ✦ Overview
 - **Training Objectives & RA Module Benefits**
- ✦ CFS Reimbursable Process
 - **Review of Reimbursable Forms**
 - **Business Rules & Process Flow**
- ✦ Customer & Contact Information Lookup
- ✦ Recording & Modifying Reimbursable Agreements
- ✦ Unfilled Customer Orders
- ✦ WIP Billing Process
- ✦ Carryover
- ✦ Reimbursable Sales/Fixed Fee Projects
- ✦ Reimbursable Reports
- ✦ Questions/Discussion

Training Objectives

- ✦ Understand Reimbursable Process Flow
 - **Non-Advance**
 - **Advance**
 - **Reimbursable Sales/Fixed Fee Projects**
 - **Carryover**
- ✦ Query Customer/Contact Information
- ✦ Record & Modify Reimbursable Agreements
- ✦ Record & Modify Temporary Work Authority (TWA)
- ✦ Print Reimbursable Acceptance Notification
- ✦ Request Reimbursable Allotment/Unfilled Customer Order (UCO)
- ✦ Navigate/Query Reimbursable Agreement Data
- ✦ Understand Work In Process (WIP) Billing Process
- ✦ Understand Relationship with Accounts Receivable Module
- ✦ Generate Reports -- CFS & Data Warehouse

RA Module Benefits



- ✦ On-line reimbursable agreement tracking
 - **Ability to view all modifications to an agreement**
- ✦ Automatically links TWAs with resulting formal reimbursable agreements
- ✦ Automated CFS notification to LOs when an unfilled customer order is established
- ✦ Standard Acceptance Notification for reimbursable agreements
- ✦ Automated WIP billing process
- ✦ Billing statement of costs incurred by object class
- ✦ On-line summary of all agreement, order, billed and unbilled amounts
- ✦ Real-time reimbursable agreement reports
- ✦ Use of Oracle Discoverer capabilities will support ad-hoc querying by agreement, customer, etc

Reimbursable Forms



- ✦ **Project Code Request Form**
- ✦ **Customer Profile Form**
- ✦ **Reimbursable Project Allotment/UCO Request Form**
- ✦ **Reimbursable Project Carryover Certification Form**

**Forms are available in Section 13 of the
Reimbursable Agreements User Guide and
on the CBS Web Page:
www.corporateservices.noaa.gov/~cbs**

Reimbursable Business Rules



- ✦ Defined to ensure that all users are establishing reimbursable projects projects and recording/processing reimbursable transactions correctly correctly and consistently
- ✦ Agreed to by Line Office, Budget, and Finance representatives
- ✦ Grouped into six categories relating to
 - **Project Set-up And Maintenance**
 - **Temporary Work Authority**
 - **Reimbursable Agreements**
 - **Reimbursable Sales/Fixed Fee Projects**
 - **Allotments And Unfilled Customer Orders**
 - **WIP And Billing**

Project Set-up And Maintenance

Business Rules



- ✦ New projects established by the Budget Office based on LO submission submission of Project Code Request Forms
- ✦ Non-Federal projects require a waiver from the Budget Office to be Non-Advance (Fund Code 7)
- ✦ Other non-Federal projects require an advance (Fund Code 5 or 6)
- ✦ Projects cannot mix Advance and Non-Advance funding
 - **Agreements with both advance and non-advance funding require require two projects and two RADG002 transactions**
 - **Use the following Project Types for WIP projects**
 - » Advance Funds (05 & 06): REIMBA
 - » Non-Advance Funds (07): REIMBW
 - **WIP flag = Y**
- ✦ Accounts Receivable Branch in Germantown is responsible for setting setting Project -Task flags on the CM004 Project Code Maintenance Screen to stop accepting costs when agreements expire or projects have have cost overruns

Temporary Work Authority (TWA)

Business Rules



- ✦ Convert to formal agreements within 6 months
- ✦ Use standard TWA No format on RADG002 Agreement screen
 - **Format: TWA-FY-LO-FMC#01 (sequential Number)**
 - **Example: TWA-2006-06-02#01**
- ✦ Unfilled Customer Orders for TWAs remaining at end of fiscal year will will not be carried forward to next year
- ✦ For TWAs active in the system prior to year end:
 - **Line Offices must move any allocated costs to a related direct project project**
 - **Budget Office will reduce the Unfilled Customer Order to zero**

Reimbursable Agreements

Business Rules



- ✦ LO routes reimbursable agreements through their Finance billing contact contact prior to formal acceptance for verification of fund code, project project type, and billing terms
 - Finance identifies any required changes and provides the customer/contact numbers required for recording agreements in CFS CFS
- ✦ LO with primary responsibility for an agreement records the data in CFS CFS and monitors the status
- ✦ Agreements can only be recorded to one fund code
 - Agreements cannot mix Advance and Non-Advance funding
 - Contracts with advance and non-advance funding require two projects and two RADG002 transactions
- ✦ LO submits a Customer Profile Form to Finance to establish a new customer and/or contact record to process an agreement
 - Finance establishes customers/contacts and notifies the LO that the the customer record is available

Reimbursable Sales/Fixed Fee Projects Business Rules



- ✦ Reimbursable Agreements are not recorded in CFS for Reimbursable Sales/Fixed Fee (RSFF) projects
 - These projects may be Advance or Non-Advance, and may or may not have formal contracts or agreements
 - Identified by the following Project Types:
 - » Fund 06: *SALEB6, AOTHER, CMP, or GSARNT*
 - » Fund 07: *SALER7 or ROTHER*
 - Identify correct project type and WIP Flag on Project Code Request Request Form
 - » WIP flag = N
- ✦ Customers are billed based on a fixed price for a product or service, not on actual accrued costs
- ✦ Follow procedures for changing projects from WIP to RSFF

Unfilled Customer Orders & Allotments

Business Rules



- ✦ Budget Office is responsible for recording both Unfilled Customer Orders (RADG003) and Allotments (FM063) in CFS
- ✦ Funds control for reimbursable funds is based on Allotments and set at set at the Project and Line Office/FMC (Org2) level
- ✦ LO with primary responsibility for an Agreement/Project will be responsible for requesting the Unfilled Customer Order and Allotment Allotment
 - Line Offices will use BOP process to transfer funding to participating LOs
- ✦ Unfilled Customer Orders are recorded based on the Reimbursable Allotment/UCO Request Form
 - Represents funding obligated by customer
 - At only the 1st level (LO) of the Organization code

Unfilled Customer Orders & Allotments

Business Rules (cont'd)



- ✦ **One Unfilled Customer Order is recorded per FCFY for each agreement agreement or RSFF Project**
 - **Changes in funding are recorded as modifications to Order**
 - **For agreements, Order No = 2005-01, 2006-01, etc.**
 - **For RSFF projects, Order No = 2006-LO-Project-01**
 - » **Unfilled Customer Orders for RSFF Projects may be entered using generic commercial customers established by the Finance Finance Office**
- ✦ **Carryover Unfilled Customer Orders & Allotments**
 - **Fund 06 (multi-year advances) -- Based on cash balances at end of fiscal year and Period of Performance end dates on agreements**
 - **Fund 07 (non-advance) -- Based on balance of funding authority remaining at end of fiscal year and Period of Performance end dates on dates on agreements**
 - **Automated carryover process was used in FY 2006**

Unfilled Customer Orders & Allotments

Business Rules (cont'd)



- ✦ **Allotments for Current Year Funding (New, Increase, or Decrease)**
 - **Projects with Non-Advance Agreements**
 - » Based on Reimbursable Allotment/UCO Request Form
 - » Requires a copy of Reimbursable Agreement Acceptance Notification Form (printed from CFS)
 - **Projects with Advance Agreements**
 - » Requires Reimbursable Allotment/UCO Request Form and copy of copy of Reimbursable Agreement Acceptance Notification Form Form (printed from CFS)
 - » Recorded after Advance is collected
 - **Reimbursable Sales/Fixed Fee Projects (regardless of fund)**
 - » Based on anticipated reimbursements
 - » Requires Reimbursable Allotment/UCO Request Form only

WIP and Billing Business Rules



- ✦ **Reimbursable bills and collections for WIP projects cannot be recorded until RADG002 agreements and RADG003 orders are approved**
- ✦ **Accounts Receivable Branch in Germantown is responsible for executing the WIP Cost Allocation Process and WIP Billing Compilation Process**
- ✦ **Bills and collections are recorded by the Finance Office using only the first level (LO) of the organization code**
- ✦ **Line Office users will be responsible for researching and resolving unmatched costs**



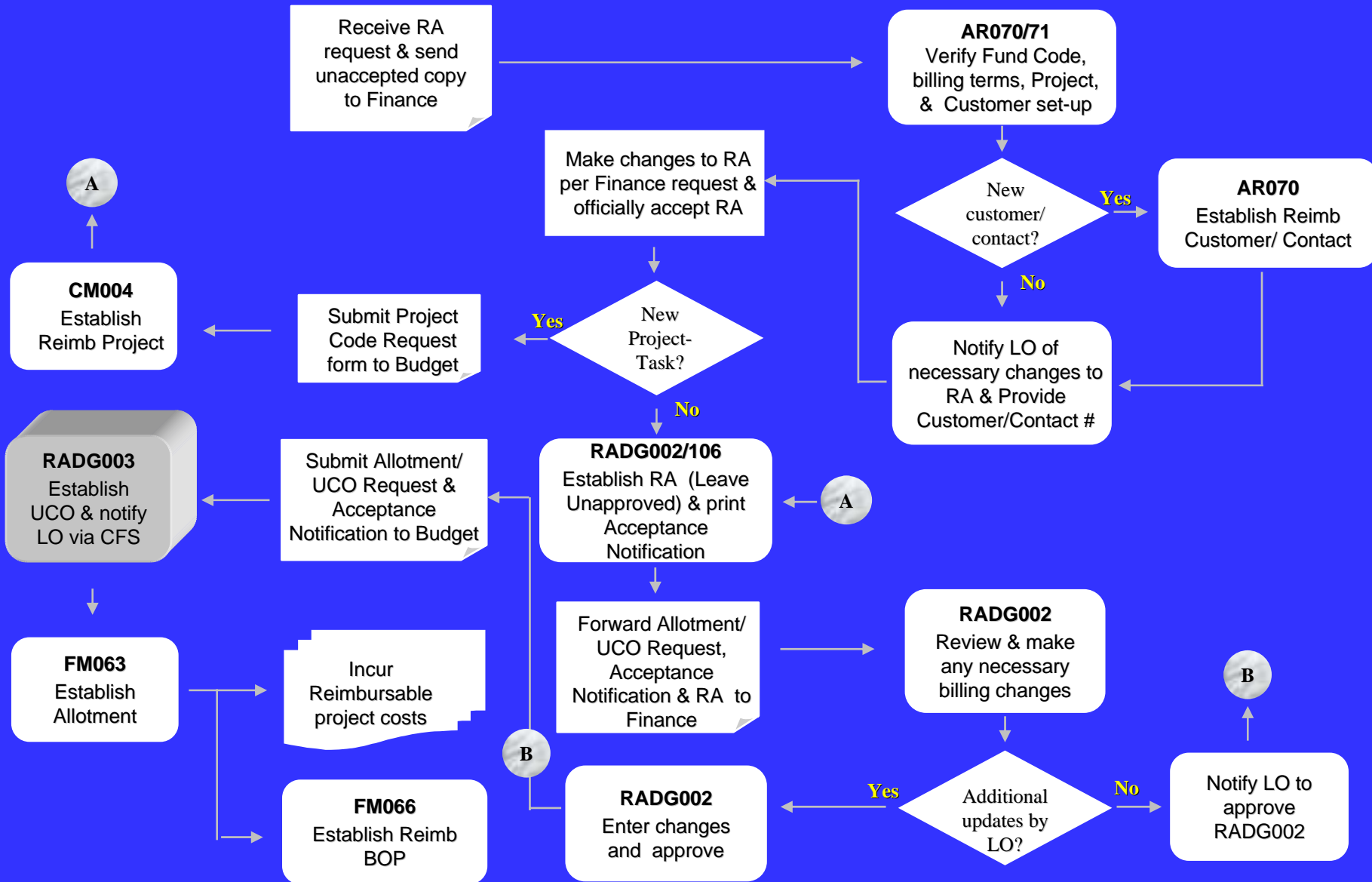
Reimbursable Process Flow

Reimbursable Agreement Process

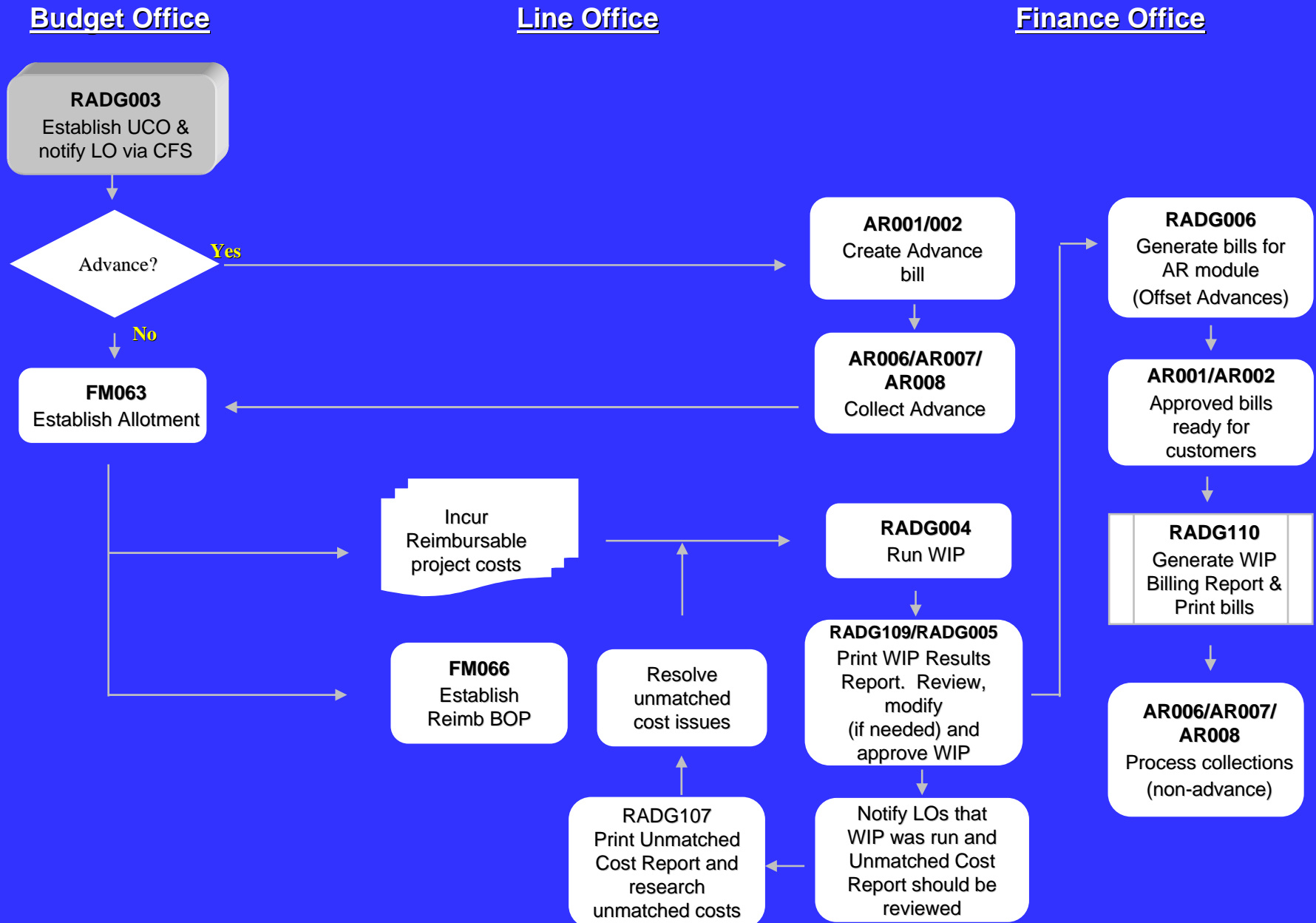
Budget Office

Line Office

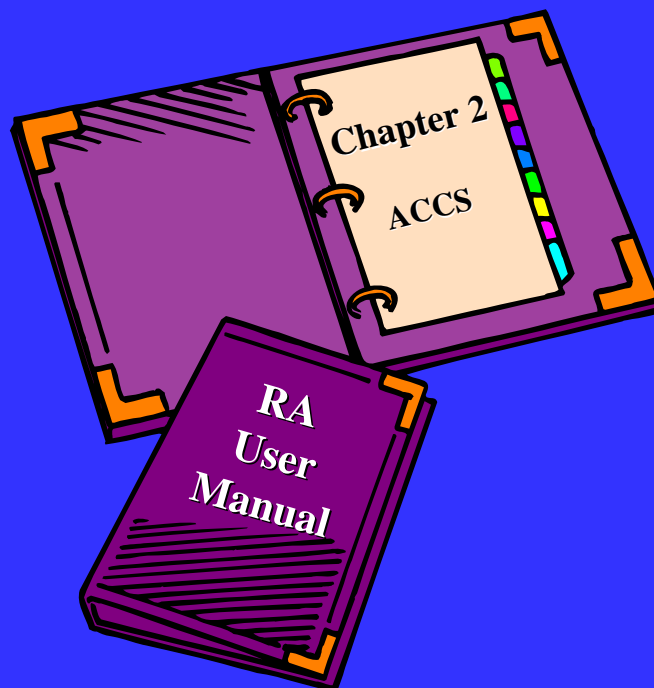
Finance Office



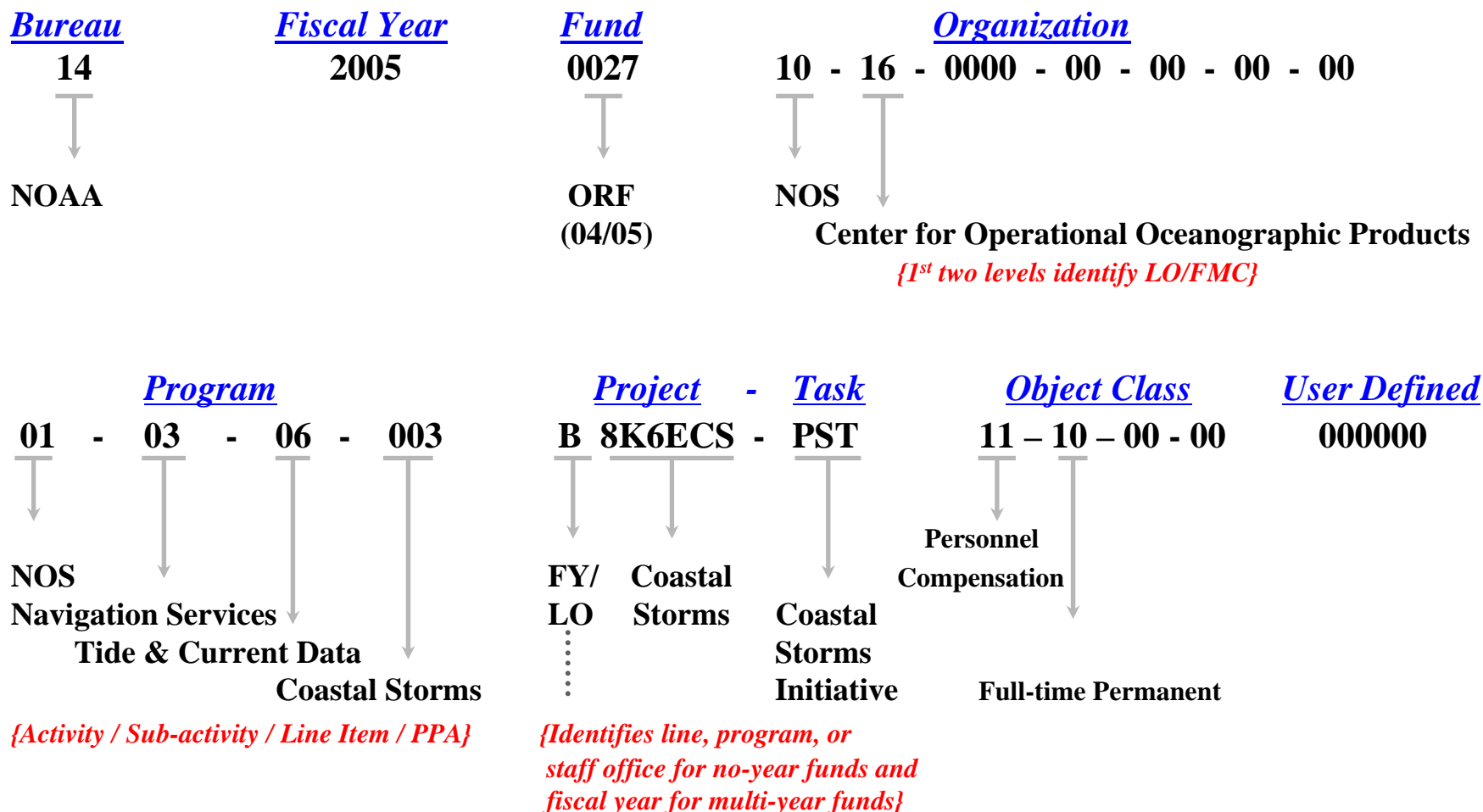
Reimbursable Billing Process



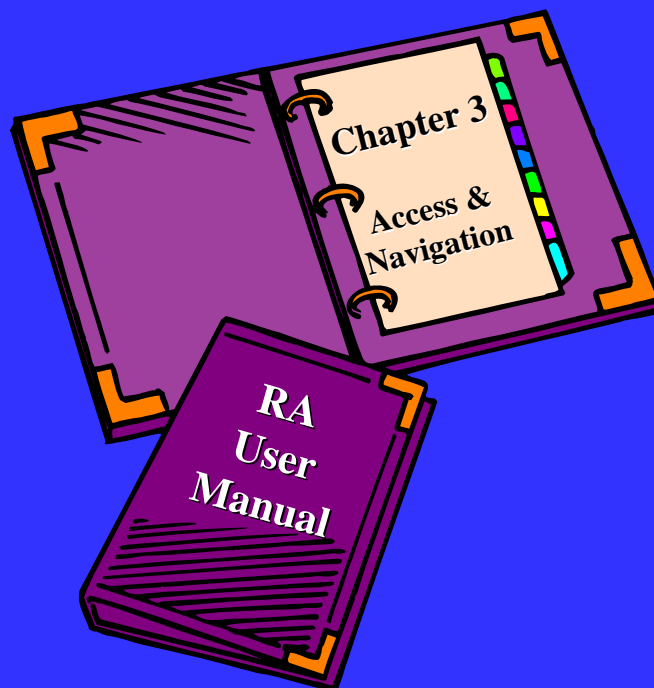
Accounting Classification Code Structure (ACCS)



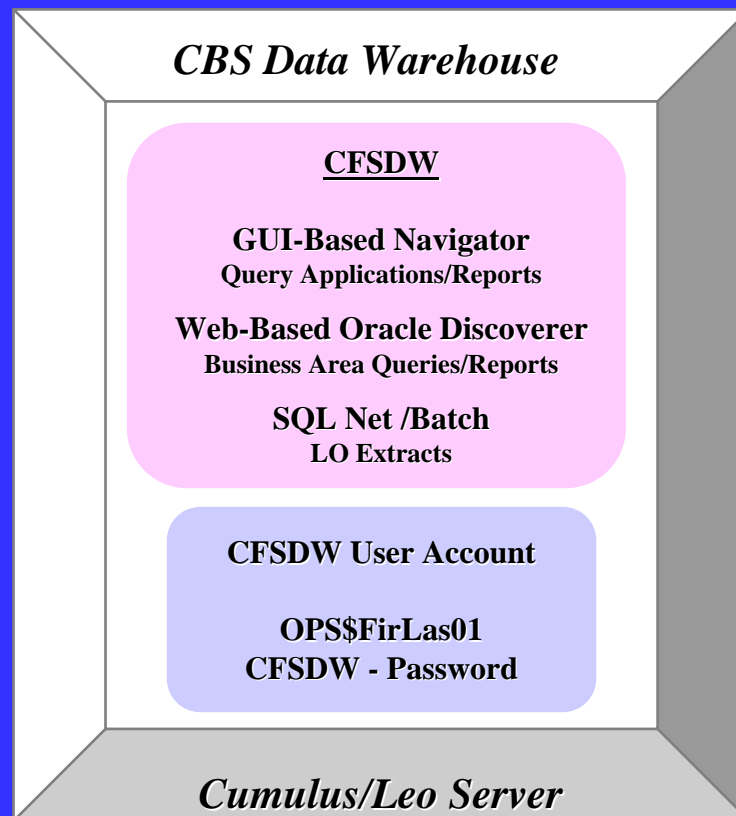
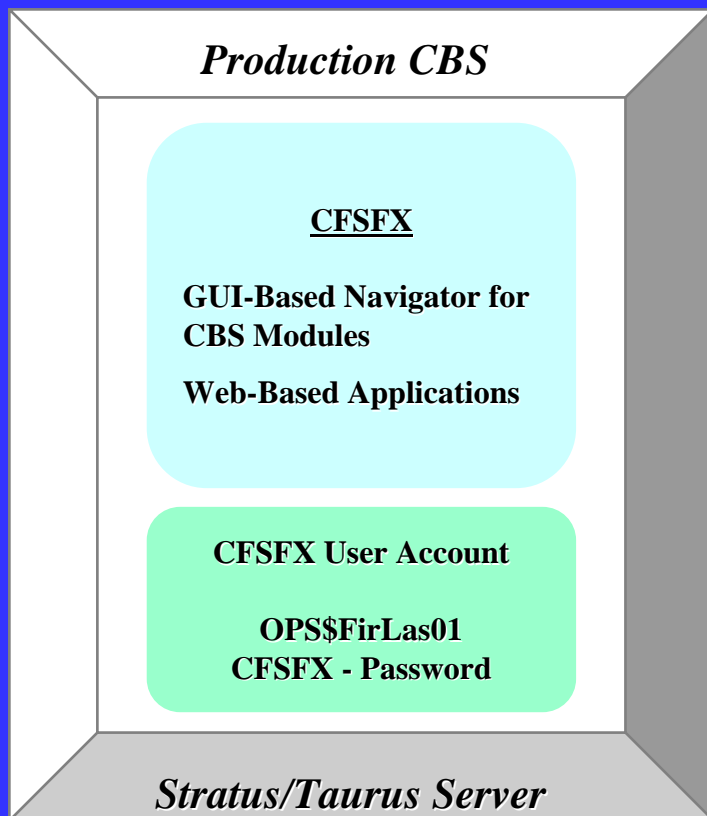
CBS Accounting Classification Code Structure (ACCS)



Access & Navigation



Accounts & Access Methods



- **Each database instance requires a SEPARATE User ID and Password**
- **A user does not need a CFSFX account to have a CFSDW account**
- **Although the same conventions are used for both User IDs, they are still distinct with different passwords unless the user establishes the same password for each account**

System Navigation

✦ **System Demonstration**

- **Menu Structure**
- **Types of Screens**
- **Screen Layout**
- **Common Screen Elements**
- **Icons/Buttons**
- **Features**



Demonstrations

Demonstrations

- ✦ Customer and Contact Lookup
- ✦ Temporary Work Authority
- ✦ Reimbursable Agreement
 - **Agreements with advances**
 - **Agreements without advances**
- ✦ Reimbursable Acceptance Notification Template
- ✦ Modifications and Administrative Changes
- ✦ Work In Process cost allocation
- ✦ Reimbursable Sales/Fixed Fee
- ✦ Reports



Reimbursable Billing Process

Reimbursable Billing Process

- ✦ Advance bills are issued upon receipt of Allotment/UCO Request Form Form per instructions
 - **RADG002 Agreement and RADG003 UCO must be approved**
- ✦ As part of each month end closing process, Finance:
 - **Executes RADG004 WIP Cost Allocation Process**
 - **Makes any necessary changes on RADG005 WIP Allocation Modification and Release Screen**
 - » Can move costs between agreements on a project
 - » Can hold billing if necessary
 - **Executes RADG006 WIP Billing Compilation Process**
 - **Prints WIP bills and billing statements**
- ✦ Finance reviews WIP bills and Reimbursable Billing Report
 - **Bills can be cancelled and/or manual bills recorded**

Reimbursable Billing Process (cont'd)

(cont'd)



- ✦ No bills will be issued in excess of UCO balance
- ✦ Finance notifies Line Office RA contacts when monthly WIP process is complete
- ✦ Line Office users can:
 - View summary agreement status on RADG002
 - View RADG008 WIP Results History Screen
 - » By project and FCFY
 - Print copies of bills from AR002 Bills Screen
 - Print RADG107 Unmatched Cost Report



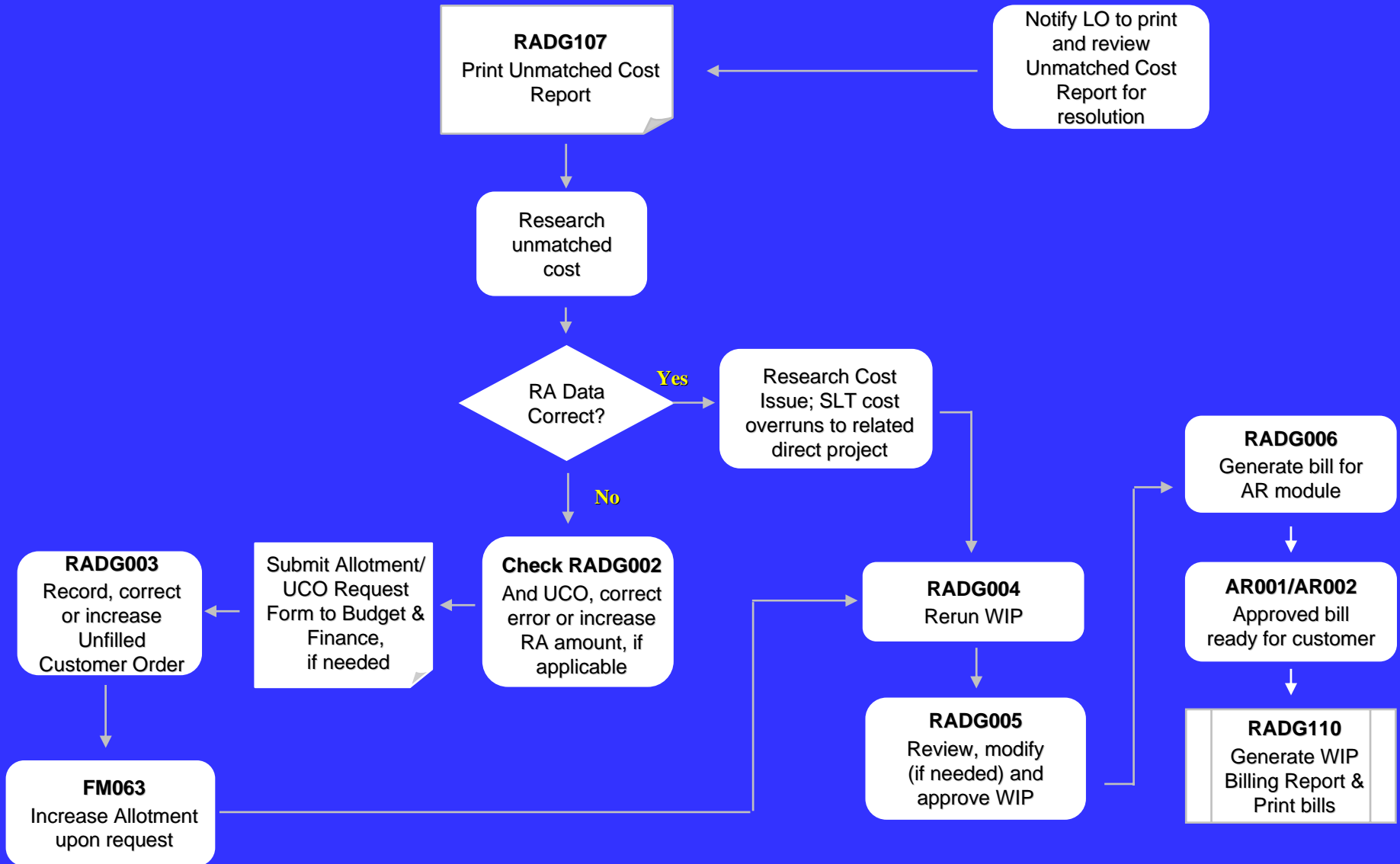
Unmatched Cost Process

Unmatched Cost Process

Budget Office

Line Office

Finance Office



Researching Unmatched Costs

✦ Resources For Identifying Unmatched Costs

➤ **RADG107 Unmatched Cost Report**

» Provides unmatched cost totals by project

➤ **RADG002 Agreements Screen &**

➤ **RADG102 Reimbursable Agreements History Report**

» Confirm agreements are entered, approved, and active

➤ **RADG003 Unfilled Customer Order Screen &**

➤ **RADG108 Unfilled Customer Orders by POP Report**

» Confirm orders are entered and approved

➤ **Data Warehouse Reports &**

➤ **Discoverer Queries**

» Research accrued cost transactions

Resolving Unmatched Costs



- ✦ If RADG002 Agreement is not recorded or incorrect
 - **Enter or correct RADG002 transaction**
- ✦ If RADG003 is not recorded or incorrect
 - **Ensure forms were sent to Budget Execution**
 - **Contact Budget Execution to record RADG003**
- ✦ If costs were charged to project erroneously
 - **Contact Finance to correct payment transaction**
- ✦ If accrued costs exceed agreement/order amount
 - **Request additional funding from Customer –or–**
 - **SLT unmatched costs to related direct project**



Reimbursable Carryover Process

Carryover Process for FY 2006

- ✦ Budget Execution recorded carryover allotments in October
 - **Fund 06 (multi-year advances) -- Based on cash balances at the end of the the fiscal year and Period of Performance end dates on agreements**
 - » Cash query provided by Finance at fiscal year end
 - **Fund 07 (non-advance) -- Based on the balance of funding authority remaining at the end of the fiscal year and Period of Performance end dates on agreements**
 - » Budget recorded 80% of first quarter estimate
- ✦ Finance ran automated carryover process in December for Fund 07
 - **Calculates and records UCO and advance balances in FY 2006**
 - **Prior year UCO balances based on UDO balances by FCFY**
 - **Automated Carryover was run for Fund 06 in February**
- ✦ Adjustments to estimated carryover allotments will be made as necessary
 - **Spreadsheets with carryover results were forwarded to Budget Execution Execution and Line Offices after carryover order transactions were posted posted**
- ✦ Carryover for Reimbursable Sales/Fixed Fee Projects will continue to be calculated and recorded manually

System Carryover Calculation

- ✦ Automated process calculates carryover by agreement and order as follows:

- Orders are recorded by FCFY

Total Unfilled Customer Order Amount

- **Billed Amount**
- **Unreleased Cost (allocated/not yet billed)**
- **Unliquidated Obligations (UDOs)**
- **Unallocated Cost (accrued/not yet billed)**

= Order Balance Available for Carryover

- ✦ Advance carryover amounts are calculated the same as orders, using the using the cumulative advance amount as the starting point
- ✦ Agreements with expired period of performance end dates are ineligible ineligible for carryover



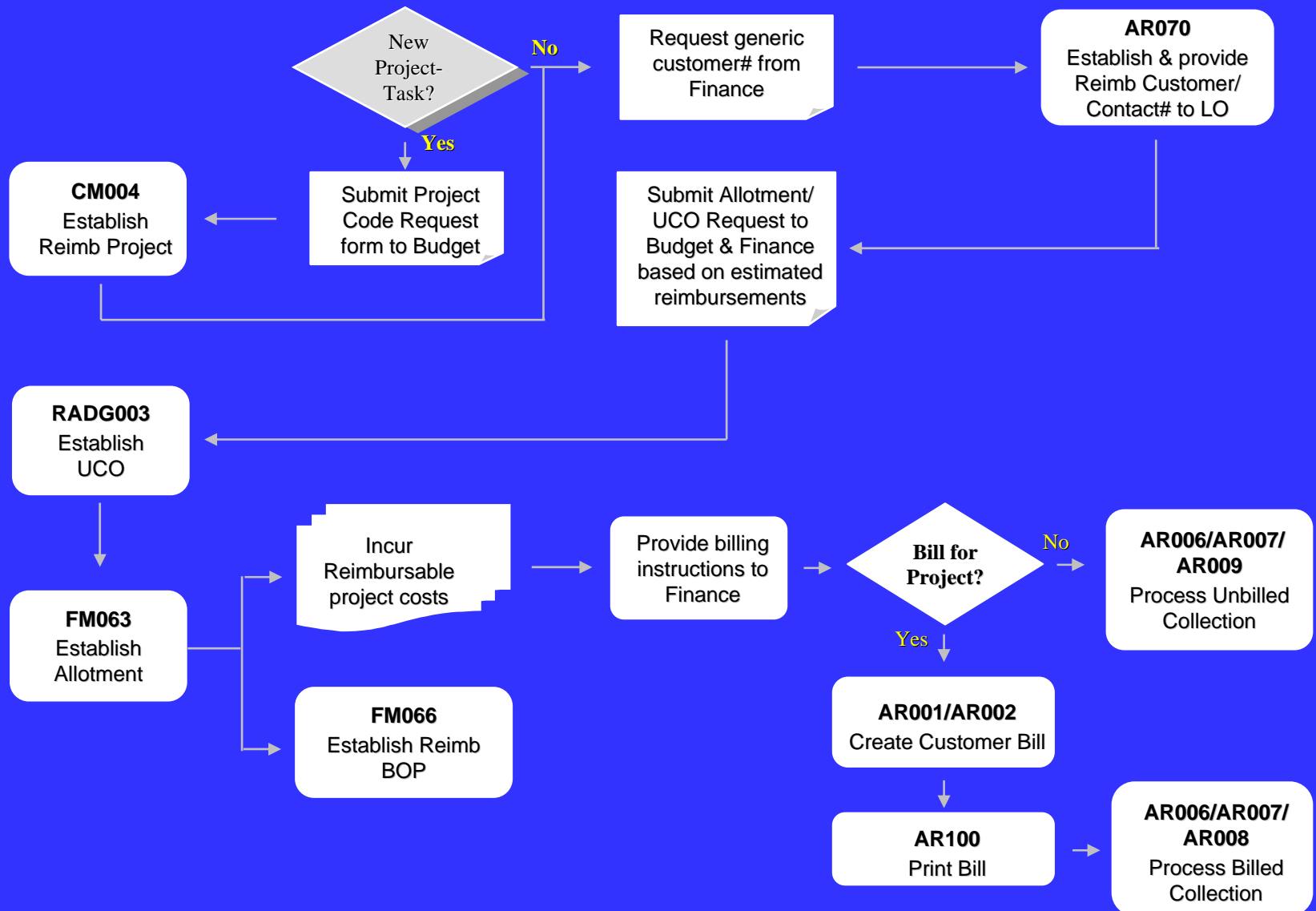
Reimbursable Sales/Fixed Fee Process

Reimbursable Sales/Fixed Fee Process

Budget Office

Line Office

Finance Office



Where To Go for Reimbursable Help?



CBS Help Desk

➤ Client Services



301-427-1023



Via e-mail:
ClientServices@noaa.gov



Reimbursable process flow, documentation, or forms

➤ CBS Web Site

www.corporateservices.noaa.gov/~cbs

➤ CBS Reimbursable User Guide

? Questions related to unfilled customer orders or allotments

➤ NOAA Budget Execution contact

What
about...

Who do I
call...

? Questions related to billing or collection

➤ Finance Office billing contact via your Line Office

Why...

Questions & Discussion

Why...

What
about...

Will
this...

Who...